EXTRAORDINARY CV

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Western Balkans Institute | PAPYRUS 2018

ON TUTORIAL | *In this tutorial we cover the following topics:*

☞ *what is a CV and its differentiation from the work bio*
☞ *generic and adjusted CV*
☞ *focal elements of a CV*
☞ *Europass CV format*

Question for discussion:
Do you have your CV?

A CV is a presentation tool or one of the forms we can present ourselves with. The first contact you will have with your employer will probably be via a CV. That is why the CV is often said to be someone's ID card. The CV is a living substance that is constantly evolving. We (should) continually

acquire new knowledge, develop new skills, enrich our experience, and get exposed to new things, so our CV is evolving. It follows our development and changes as we go through them.

So, CV is our first contact with an employer and it should leave a positive impression. Given the importance of the first imprint, for the development of further relationship, it is necessary that our CV leaves the affirmative impression on the employer. If the CV does not present us satisfactorily and fails to leave a good impression about us, it is difficult to get an interview call. The second reason for a good impression is that we will, in most cases, have a high competition on a job vacancy, so the purpose of a well-prepared CV is to separate us from a number of other candidates and to take us one step further in the selection round: a job interview. With this in mind, the CV is our first and often the only opportunity to capture the employer's attention.

The CV is often said to be a work biography. That is, in principle, true, but in terms of document formats, there are certain differences. Let's analyze them:

a) CV

CV (Curriculum Vitae or in Latin course of *life stream*) is a document of 2 or more pages that tells us in more detail what we have achieved in the past - what kind of education and qualifications we have acquired, what kind of career we have started and what competencies we have developed, what are the prizes and awards we have got, on what kind of projects we worked, the works we published, and the like. The document has a chronological structure and is in a lethal view, creating a picture of the current course of life and the overall working career of the CV owner.

Can CV information be changed? In principle yes and it is desirable, but it should be taken into account that omission of individual information does not appear in our CV in the chronology of our career, as the employer will notice and may be interested in why we have CV "*holes*". We especially have to take care of this when it comes to showing work experience, because it is expected that when we work once, we have no longer interruptions than those of several months that can be seen as acceptable time for changing our job.

b) Resume

Resume or work biography (*French: le Résumé*) is a concise document of no longer then a page that presents our relevant work experience and competences acquired. Resumes can be adapted

to the selection process. It is in the interest of the applicant to adapt the resume to the requirements of the job vacancy. Resume does not have to follow the chronological trail, and it does not have to show the entire working career, but rather only the relevant facts.

CV

2+ pages

Entire career

Static

RESUME

Max. 1 page

Relevant information

Adjusted
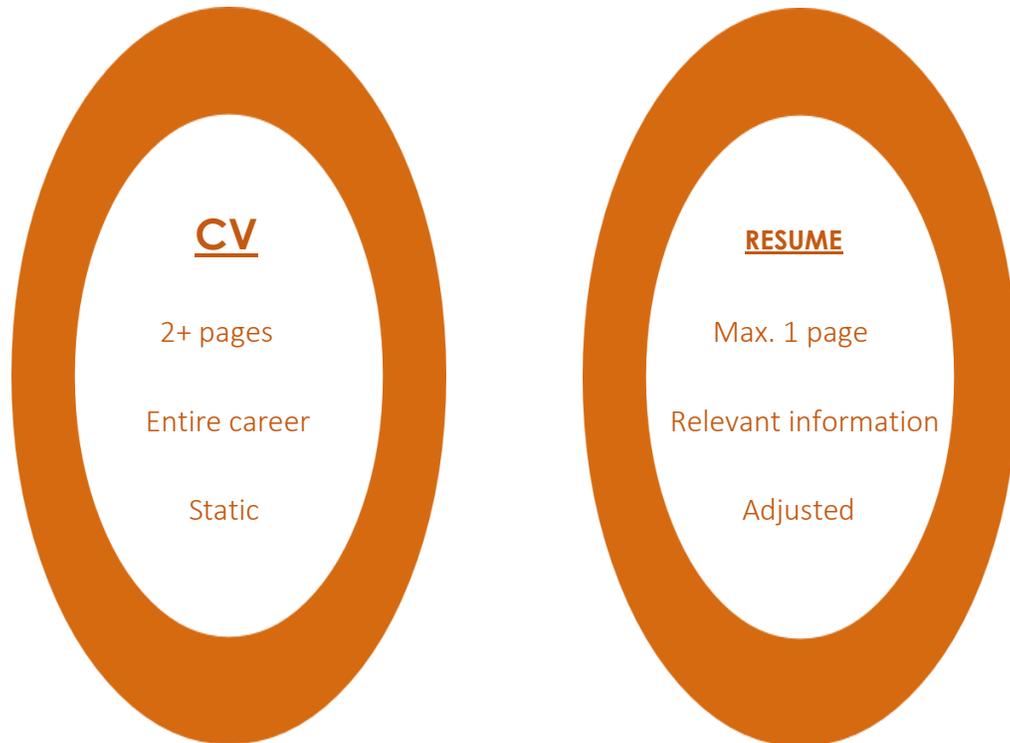
Resume is the most commonly used form in the United States and Canada. In these countries CV is used as a form mostly for competition for academic and research positions. In the UK, Ireland and New Zealand, the CV form is used, while in the EU the European CV format known as *Europass* is widely required. In Germany, the CV is known as *Lebenslauf*.

GENERIC OR TAILORED/CUSTOMIZED CV?

Just as we present ourselves differently on different occasions, so in the CV we introduce ourselves in a way that best corresponds to a particular vacancy. Creativity in CV adaptation is permitted and recommended only to the extent that will not harm us. In this regard, it is advisable for the CV to be freed form the redundant and irrelevant data in order to make relevant facts about the candidate stand out. For example we should not leave out the facts about education and work experience from a CV. However, if we compete, for example, for the position of the software engineer, it is important to emphasize the facts about qualifications and work experience that recommend us for that position. The fact that we have also completed the course for hairdressers,

is not a relevant fact for the current competition and it should be left out. Adaptations can especially be done in terms of skills, where facts and descriptions can be omitted, enriched and otherwise connoted or formulated so that the attached version is as far as possible in line with the requirements of the competition.

On the other hand, a generic CV can be a zero version that adapts to the specific requirements of the contest.

ELEMENTS OF CV

Personal/contact data

In a CV-u the following personal contact details must be included:

Name & Surname + e-mail + phone number

Question for discussion:
Photograph – yes or no?

Photo (only if we look professional and decent in it) can be of benefit, as it allows the interviewer to connect the CV with the interviewer more easily in the interview. However, in some countries where equality and equity are highly valued, photograph, age and marital status as CV elements are not desirable because they are considered to have discriminatory potential. For example, a photo in a CV may be seen as favoring a better looking candidates. As for years, younger candidates may have more chances, even in positions for which years of a candidate seem as not important. Regarding marital status, young women are often subject to discriminatory practices due to employers' expectations that they will benefit from maternity leave, etc.

Work experience

Work experience is the most important part of a CV for candidates applying for a job. In this section, the firms and positions on which the candidate worked for the appropriate periods, as well as a brief description of the tasks and responsibilities should be indicated, and if relevant, the achievements in that position. It is particularly important to present the relevant firms and positions on which the candidate have worked, while less relevant positions can be presented in a more concise manner.

Candidates who have modest or no work experience should indicate any other form of work engagement that they have acquired in work and life experience and whereby they have developed relevant skills, practice, volunteer engagement and the like.

Education and Training

This segment includes facts about formal education of candidates and on vocational training or other training roles (informal trainings, courses, etc.). You always have to start with the highest qualifications. Indicate the type/value of the qualification, then the educational institution in which the qualification was acquired, the period, and the key acquired knowledge and skills.

Computer skills

The use of computers is a transversal skill for different work environments and is necessary in almost all occupations. In the CV, it is necessary for the candidate to indicate that he regularly uses the computer and the basic software package for writing, calculating and presentations (Office). In many occupations it may be advantageous if a candidate knows the basics of programming, has experience in editing a website, or uses programs like Photoshop and Corel Draw.

Foreign languages

Knowing foreign languages is also an important skill that all candidates are expected to possess. In the CV, specify which foreign languages and at what level the candidate use.

Personal characteristics and abilities

In this section, a candidate can present his/her key skills (e.g. analytics, ability to work under pressure, public speaking skills, etc.), but it is necessary to illustrate those abilities in practice. For example if we say that we have strong analytical skills, we should support this by providing information to substantiate our claim – e.g. we were in charge of preparing annual analytical reports in the previous firm. Or, if we say the public speaking skills, to support this argument by for example stating that in the previous company we have performed on live TV program for a number of times.

Other relevant information

 Other relevant information may be facts about the acknowledgments and prizes we received, then about the projects we have participated in, the papers and publications we have published and the notion related to the references.

GOOD PRACTICE

Advice based on good practices can help us prepare an extraordinary CV that will separate us from other candidates.

READ THE DESCRIPTION OF THE POST CAREFULLY | The description of vacancy reveals what the employer is looking for. Identify key skills and consider how your previous experience responds to the requirements of the competition. Try to "capture" phrases that the employer often uses in the contest, and use those phrases in your CV. Try to use the same language as an employer.

REMEMBER TO ORDER INFORMATION | Enable the description of the duties relevant to the employer be clearly read. In structuring your CV, highlight in a prominent place the fact about yourself that the employer pointed out as an advantage in the competition.

E-MAIL | Do not specify an e-mail address that sounds unprofessional. If you have used such an e-mail address, you should better create a new one.

HONESTY | Be honest about the facts you are quoting. Adjustment is allowed as long as it does not present untruths that we cannot support. Consider that other candidates will also fill in their CV so that it *appears* better.

REFERENCES | Note that references are available on request. If you can provide names as references, specify them. Please request the approval of your referees to indicate them as such in your CV.

LANGUAGE | Use an active language - all claims should be in the first person. For example. *I've created ...* instead of *... it's created* . Sentences and claims should be brief and concise.

EUROPASS Europass CV is a standardized CV format that is used in the selection processes across Europe.

WEBIN Western Balkans Institute   MLADOST

PERSONAL INFORMATION

PLEASE DO NOT INSERT ANY PHOTOS OF YOU

Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

Replace with house number, street name, city, postcode, country

Replace with telephone number   Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR
PERSONAL STATEMENT

Replace with job applied for / position / preferred job / studies applied for / personal statement (delete non relevant headings in left column)

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)   Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)   Replace with qualification awarded   Replace with EQF (or other) level if relevant

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)   Replace with mother tongue(s)

Other language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				
Enter level	Enter level	Enter level	Enter level	Enter level
Replace with name of language certificate. Enter level if known.				

Replace with language (first row), Replace with language (third row)

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
Common European Framework of Reference for Languages

Communication skills   Replace with your communication skills. Specify in what context they were acquired. Example:

▪ good communication skills gained through my experience as sales manager

Organisational / managerial skills	Replace with your organisational / managerial skills. Specify in what context they were acquired. Example:
	▪ leadership (currently responsible for a team of 10 people)

Job-related skills	Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired. Example:
	▪ good command of quality control processes (currently responsible for quality audit)

ADDITIONAL INFORMATION

Citations Presentations Projects Conferences Seminars Honours and awards Memberships References Courses Certifications	Replace with relevant citations, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column. Example of project: ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).

Task:
Create your generic CV.

BIBLIOGRAPHY   •   poslovi.infostud.com   •   www.flaticon.com   •   www.it-akademija.com   •

https://europass.cedefop.europa.eu/documents/curriculum-vitae • www.managementstudyguide.com •